

How to Log Your Work Search and File a Weekly Claim Online

INTRODUCTION:

As of 3/15/2013, an enhanced feature has been added to your weekly claim and work search log. Prior to 3/15/2013, you were required to log your work search AFTER you filed your claim for weekly benefits so you were entering job contacts that you had made the previous week. The new enhancement allows you more flexibility in entering your job contacts. You may choose one of the two following options in deciding when to log your work search.

1.) You may log your work search contacts during the process of filing your weekly claim.

OR

2.) You may log your work search contacts during the week you make them, **before** you file your weekly claim. (For example, if you contact a potential employer on Wednesday, you can enter that contact in your work search log on the same day.)

IMPORTANT: You will no longer be able to enter your work search contacts into the work search log AFTER you complete your weekly claim for unemployment benefits.

OPTION 1: LOG YOUR WORK SEARCH CONTACTS AT THE SAME TIME YOU FILE YOUR WEEKLY CLAIM.

Go to dol.nebraska.gov and choose "File for Unemployment" under the "for Workers" heading on the left side of the page.

The screenshot shows the official Nebraska Government Website for the Department of Labor. The page has a dark blue header with the state seal and navigation links. A search bar is in the top right. Below the header, there's a large image of industrial equipment. The main content area is divided into three columns: 'for Workers', 'for Employers', and 'get Answers'. In the 'for Workers' column, 'File for Unemployment' is highlighted with a red arrow. To the right, there's a 'CURRENT INFORMATION' box showing December Unemployment Rates for Nebraska (3.7%) and National (7.8%), with a next release date of March 7 at 9:00 AM. At the bottom right, there's a 'ACCESS OUR TOOLS' section with links to NEworks, NELearn, Unemployment Benefits, Log Your Work Search, and UIConnect.

Nebraska Department of Labor

Official Nebraska Government Website

NEBRASKA
DEPARTMENT OF LABOR

SEARCH

SIZE +/- LANGUAGES HOME

for Workers

- EUC Reinstated
- File for Unemployment**
- Log Your Work Search
- Search for Jobs
- Learn About Training

for Employers

- File Unemployment Taxes
- Get Tax Credits
- Hire Workers
- Post Job Openings
- Train Your Employees

get Answers

- Employment/Economic Data
- Find Our Offices
- Job Fairs
- Workforce Investment Act
- Appeal Tribunal

CURRENT INFORMATION

December Unemployment Rates

Nebraska: 3.7%
National: 7.8%


Next Release Date:
March 7 at 9:00 AM

<- Page 1/3 ->

ACCESS OUR TOOLS

- NEworks
- NELearn
- Unemployment Benefits
- Log Your Work Search
- UIConnect

When you arrive at the “Welcome” page shown below, choose the “File a Weekly Claim” link.



Welcome	
FILE A CLAIM	File a New Initial Claim, Re-Open an existing Claim.
FILE A WEEKLY CLAIM	File a Weekly Claim, Complete Work Search Log.
CHANGE YOUR CLAIM INFORMATION	Change your PIN number, payment method and/or direct deposit bank information, federal tax withholding, or address/phone.
VIEW YOUR CLAIM INFORMATION	View payment information and claim balance; view 1099 tax statement.
FILE AN APPEAL	Disagree with a determination on your claim? File an appeal.
FAQ	Frequently Asked Questions about Unemployment Benefits.

The logon page will then appear. Please log onto the website with your SSN (Social Security Number) and pin number.

Wednesday, March 06, 2013	
Unemployment Insurance Sign In	
*Indicates required fields	
NEW CUSTOMER? If you've never established a pin number, you are a new customer. New Customer Registration	
RETURNING CUSTOMER? You are a returning customer if you've previously established a pin number, even if you do not currently have an unemployment claim.	
*SSN	: <input type="text" value="111"/> - <input type="text" value="22"/> - <input type="text" value="3333"/>
*PIN	: <input type="text" value="••••"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/> <input type="button" value="CANCEL"/> Need Help ?	
NEED TO CHANGE YOUR PIN NUMBER? Change PIN If you forgot your original pin number please call the Nebraska Claims Center at 402-458-2500 Monday - Friday, 8am - 5pm. The NCC representative will reset your pin for you.	

On the “Unemployment Benefits – Main Menu” screen, choose the link “FILE A WEEKLY CLAIM FOR BENEFITS.”

Unemployment Benefits - Main Menu

Choose an option below:

WEEKLY ACTIVITIES:

FILE A WEEKLY CLAIM FOR BENEFITS	Submit your weekly request for benefit payment.
RECORD WORK SEARCH CONTACTS	If required, enter your work search contacts for the current calendar week.

FILE A CLAIM:

FILE NEW UNEMPLOYMENT CLAIM	File your initial Unemployment Claim.
REOPEN AN EXISTING UNEMPLOYMENT CLAIM	Use this link if your claim has closed because you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week. You must reopen your claim during the week in which you are requesting benefits for.
FILE FOR EXTENDED UNEMPLOYMENT BENEFITS	File for additional benefits after your claim has exhausted.

VIEW YOUR CLAIM INFORMATION:

VIEW PAYMENT INFORMATION AND BALANCE	View payment history and claim balance. Payments are usually available through direct deposit or debit card approximately 2 business days after
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You will be presented with some instructions on this screen below. Please read and then press the continue button at the bottom of the page.

Nebraska Department of Labor - Windows Internet Explorer provided by Nebraska Department of Labor

https://uiimauat.nwd.ne.gov/BPSWeb/bPSClaimantLogin.do

File Edit View Favorites Tools Help

Nebraska Department of Labor

Official Nebraska Government Website

Weekly Certification

You will need the following information to file your weekly claim:

- Name of the County you are in while filing this weekly benefits request.
- Total gross earnings (if any) for the week claimed and the Employer Name, Address, and Phone number.
- Your weekly work search contacts if required.
- You must select a payment method or you will receive a debit card, or if you would like to change your selection go to modify payment method link at dol.nebraska.gov.

Exiting before completing all of the questions and receiving a confirmation number will cause any information you have entered to be discarded.
If you lock yourself out of your Personal Identification Number (PIN) please call an Unemployment Claims Center for instructions.
Staff are available Monday - Friday 8AM - 5PM (Central Time)
(402)458-2500 Select Option 6, Deaf & Hard of Hearing : 402-471-0016.

All questions with an (*) must be answered. Most screens have a [Print/Help](#) button to provide further information for the completion of that screen.

A print button has been placed on screens we feel you may wish to retain for future reference, however you may use your browser print button on any page. If you use your Browser Back button and then come forward, you may lose the information already entered, use the Back and Continue buttons provided on the screen.

For the security of your information, after thirty (30) minutes of no activity you will be automatically logged off and all information that has been entered will be lost.

Any questions answered that require further information from you will bring up a statement form to be completed. You will need to answer all questions as completely as possible. The Unemployment Claims Center Office may contact you within a few days, if any additional information is needed.

The law provides penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week you claim benefits may be audited and you will be required to provide information regarding your eligibility for benefits.

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Enter the requested information on this screen below and press the Continue button.

Weekly Certification - Wage Information

***Indicates required fields**

You are claiming for the week: 02/24/2013 thru 03/02/2013

1. *During the week listed above, did you work? : ☐ Yes ☐ No
 If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :
2. *County where filing today :

-Select County- ▼

CONTINUE
CANCEL
Need Help ?

You will be presented with several yes or no questions. Answer the questions truthfully and select the "Continue" button. (Please note the order of weekly claim questions has changed. Read the questions carefully.)

Weekly Certification - Eligibility Information

***Indicates required fields**

You are claiming for the week: 02/24/2013 thru 03/02/2013

1. * Were you available four or more days during the week to accept a job if offered?
 You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. : ☐ Yes ☐ No
2. *Were you physically able to work four or more days during the week? : ☐ Yes ☐ No
3. *Did you refuse an offer to work or a referral to a job? : ☐ Yes ☐ No
4. *Did you begin school or did your class schedule change? : ☐ Yes ☐ No
5. *Did you begin receiving Pension benefit, or did the amount of your benefit change? : ☐ Yes ☐ No
6. *Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : ☐ Yes ☐ No
7. *Did you make at least two contacts with employers in an attempt to obtain employment? : ☐ Yes ☐ No

CONTINUE
BACK
CANCEL
Need Help ?

The following screen will appear. To add a work search contact, choose the "Add" button. This will be your last opportunity to report your work search contacts for the week.

Weekly Certification - Work Search Log
Work Search Contacts made during the period : 02/24/2013 thru 03/02/2013

Any week in which you claim benefits may be audited.
 You are required to provide information regarding your eligibility for benefits.
 You stated that you made your required work search contacts.

- Below are the work search contacts that you have logged throughout the week. You may edit these records directly on this page.
- Add all additional work search contacts for the week being claimed using the "ADD" button at the bottom of the screen.
- Certify each work search contact by selecting the "CERTIFY" button to the right of the contact. By certifying your work search contact, you are stating that this is a valid contact. If you do not wish to certify a contact, you may select the delete button to have it removed.
- If you do not wish to provide work search information, select the check box indicating, "I choose not to provide work search information".
- Failure to provide valid work search information may result in your claim being disqualified for the week above.
- Once all of your work search contacts have been entered, select the "CONTINUE" button to move to the next page.
- Additional information can be found under the "NEED HELP" Button at the bottom of the screen.

☐ I choose not to provide Work Search Information

[Need Help ?](#)

Enter the requested information and select the "Add" button.

Weekly Certification - Work Search Contacts Entry
Work Search Contacts made during the period : 02/24/2013 thru 03/02/2013

*Date Of Contact (MM/DD/YYYY) : / /

*Name of Employer :

Employer Address (Include Street, City, State, Zip) :

Phone Number : - -

Name of Person Contacted :

*Method of Contact : ▼

Position applied for :

[Need Help ?](#)

A second screen will display what you just entered and also prompts you to enter another contact.

After you have entered all your job contacts for the week, select the “Continue” button. You may enter as many work search contacts as you wish. (Most claimants, if required to make work search contacts, must enter at least two (2) different contacts per week.)

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https://ui.mauat.nwd.ne.gov/BPSWeb/bPSClaimantLogin.do

File Edit View Favorites Tools Help

Nebraska Department of Labor

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Phone Number : 444 - 333 - 2222

Name of Person Contacted : Jane Doe

*Method of Contact : Telephone

Position applied for : Barista

*Date Of Contact (MM/DD/YYYY) : 02 / 28 / 2013

*Name of Employer : Omaha Coffee Company

Employer Address (Include Street, City, State, Zip) : 12345 F Street

Phone Number : 444 - 333 - 2211

Name of Person Contacted : John Doe

*Method of Contact : In Person

Position applied for : Barista

ADD CONTINUE BACK CANCEL Need Help ?

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On the next screen, you have an opportunity to review the work search contacts you entered. If you are satisfied that the information is correct, choose “Certify.” Then select the “Continue” button at the bottom of the page.

☐ I choose not to provide Work Search Information

*Date Of Contact (MM/DD/YYYY) : 03 / 01 / 2013

*Name of Employer : Lincoln Coffee Company

Employer Address (Include Street, City, State, Zip) : 12345 N 27th St, Lincoln NE 68509

Phone Number : 444 - 333 - 2222

Name of Person Contacted : Jane Doe

*Method of Contact : Telephone

Position applied for : Barista

Certify Delete

*Date Of Contact (MM/DD/YYYY) : 02 / 28 / 2013

*Name of Employer : Omaha Coffee Company

Employer Address (Include Street, City, State, Zip) : 12345 F Street

Certify Delete

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If you are not satisfied the information is correct, you may edit the screen and then click “Certify.” If you wish to eliminate this job contact, choose “Delete.” Then select the “Add” button if you wish to add another contact.

*Date Of Contact (MM/DD/YYYY)	: 02 / 28 / 2013	
*Name of Employer	: Omaha Coffee Company	<input type="radio"/> Certify <input checked="" type="radio"/> Delete
Employer Address (Include Street, City, State, Zip)	: 12345 F Street	
Phone Number	: 444 - 333 - 2211	
Name of Person Contacted:	John Doe	
*Method of Contact	: In Person	<input type="button" value="v"/>
Position applied for	: Barista	

[Need Help ?](#)

You may then re-enter your job contact information, if you chose to delete a contact in the previous step.


Weekly Certification - Work Search Contacts Entry
Work Search Contacts made during the period : 02/24/2013 thru 03/02/2013

*Date Of Contact (MM/DD/YYYY)	:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
*Name of Employer	:	<input type="text"/>				
Employer Address (Include Street, City, State, Zip)	:	<input type="text"/>				
Phone Number	:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
Name of Person Contacted	:	<input type="text"/>				
*Method of Contact	:	-Select- <input type="button" value="v"/>				
Position applied for	:	<input type="text"/>				

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Once you have completed your work search information, you are presented with a confirmation of all your entries for your weekly claim. Please read the "I understand . . ." statement at the bottom of the page and check the box. Then select the "Submit" button at the bottom of the page.



**NEBRASKA
DEPARTMENT OF LABOR**

You are Claiming for the Week: 02/24/2013 thru 03/02/2013

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page

1. During the week listed above, did you work?	: No
2. County where filing today	: Colfax (NE)
3. Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons.	: Yes
4. Were you physically able to work four or more days during the week?	: Yes
5. Did you refuse an offer to work or a referral to a job?	: No
6. Did you begin school or did your class schedule change?	: No
7. Did you begin receiving Pension benefit, or did the amount of your benefit change?	: No
8. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?	: No
9. Did you make at least two contacts with employers in an attempt to obtain employment?	: Yes
10. The number of work search contacts certified	: 2

* ☒ **"I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefit and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."**

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You will then view a confirmation page. You may print this page if you wish.


Nebraska Department of Labor - Windows Internet Explorer provided by Nebraska Department of Labor

<https://uiimauat.nwd.ne.gov/BPSWeb/bPSClaimantLogin.do>

File Edit View Favorites Tools Help

★ Favorites Nebraska Department of Labor

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DEPARTMENT OF LABOR**

Weekly Certification - Confirmation Statement

You are claiming for the week: 02/24/2013 thru 03/02/2013

Thank you for using the Nebraska Department of Labor web application for Unemployment Insurance benefits.

- Confirmation Number : **W2013030611305083647**
- File Date : **Wednesday, March 06, 2013**
- You have completed your weekly certification. If eligible, we will process the benefit payment. Otherwise, we will advise you of your eligibility. Until then continue to claim your benefits each week you are unemployed.
- If you are required to look for work, keep a record of your job contacts on the Weekly Work Search Log located at dol.nebraska.gov. You should record your job contacts on the Weekly Work Search Log at the time of contact.
- If you are required to register with Employment Services, note that your registration with NEworks expires every 90 days. You are required to maintain an active registration.
- I understand that in order to keep my claim current, I need to continue claiming each week. Any week that my gross earnings equal or exceed my weekly benefit amount, my claim will be stopped. I will need to reopen my claim during any week my gross earnings are less than my weekly benefit amount.
- Keep a record of all gross wages earned during each week claimed. Earnings must be reported when earned, regardless of when paid.
- Questions on your claim can be directed to the claims center: (402)458-2500 Select Option 7, Deaf and Hearing Impaired: (402)471-0016.

Please print this page for your records.
For security reasons log off and close your browser to exit web site.

CLOSE
PRINT
Need Help?

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Done
Trusted sites 100%

OPTION 2: LOG YOUR WORK SEARCH DURING THE BENEFIT WEEK

STEP 1: After logging into your account at dol.nebraska.gov, you will be presented with the following menu shown below. Select “RECORD WORK SEARCH CONTACTS.”

Unemployment Benefits - Main Menu

Choose an option below:

WEEKLY ACTIVITIES:

FILE A WEEKLY CLAIM FOR BENEFITS	Submit your weekly request for benefit payment.
RECORD WORK SEARCH CONTACTS	If required, enter your work search contacts for the current calendar week.

FILE A CLAIM:

FILE NEW UNEMPLOYMENT CLAIM	File your initial Unemployment Claim.
REOPEN AN EXISTING UNEMPLOYMENT CLAIM	Use this link if your claim has closed because you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week. You must reopen your claim during the week in which you are requesting benefits for.
FILE FOR EXTENDED UNEMPLOYMENT BENEFITS	File for additional benefits after your claim has exhausted.

VIEW YOUR CLAIM INFORMATION:

VIEW PAYMENT INFORMATION AND BALANCE	View payment history and claim balance. Payments are usually available through direct deposit or debit card approximately 2 business days after
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NOTE: This link, “Record Work Search Contacts,” is open for the calendar week until 11:59pm on Saturday. All contacts entered via this link will transfer to the work search log during your weekly certification and will be shown to you. For example, for the calendar week ending Saturday, 3-23-2013, you may enter two work search contacts on Wednesday, 3-20-2013. Then, if you file your weekly claim on Sunday, 3-24-2013 for the benefit week ending 3-23-2013, those work search contacts entered on Wednesday, 3-20-2013 will display during the weekly claim. You have the opportunity to “Certify” or “Delete” these contacts during your weekly claim. As a condition of eligibility, most claimants are required to log and certify at least two work search contacts per week.

STEP 2: You will be presented with the following screen.

Official Nebraska Government Website

NEBRASKA
DEPARTMENT OF LABOR

Wednesday, March 06, 2013

Nebraska Department of Labor - Unemployment Insurance Weekly Work Search Log
*Indicates required fields
Please log your work search contacts made during the period: 03/03/2013 thru 03/09/2013

Any week in which you claim benefits may be audited therefore; you are required to provide information regarding your eligibility for benefits.
You may add work search contacts for the current week using the "ADD" button at the bottom of the screen. These work searches will be used as part of your weekly claim.
This Work Search Log will be available for editing through Saturday at 11:59 pm.
Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.
This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.
Additional information can be found under the Need Help Button at the bottom of the page.
Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.

*Date Of Contact(MM/DD/YYYY) : / /
 *Name of Employer :
 Employer Address :
 (Include Street, City, State, Zip)
 Phone Number : - -
 Name of Person Contacted :
 *Method of Contact :
 Position applied for :

ADD **SAVE & CLOSE** **CANCEL** **Need Help ?**

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Please fill out all requested information. The red asterisk * indicates a required field. After entering the information, select "ADD" to add another employer. If you are finished logging your work search, select the "Save and Close" button.

This Work Search Log will be available for editing through Saturday at 11:59 pm.
Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.
This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.
Additional information can be found under the Need Help Button at the bottom of the page.
Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.

*Date Of Contact(MM/DD/YYYY) : / /
 *Name of Employer :
 Employer Address :
 (Include Street, City, State, Zip)
 Phone Number : - -
 Name of Person Contacted :
 *Method of Contact :
 Position applied for :

ADD **SAVE & CLOSE** **CANCEL** **Need Help ?**

When you file your weekly claim, the work search you logged during the Benefit week will be displayed to you as part of the weekly claim process. During your weekly claim, you will "Certify" or "Delete" the contacts you logged during the week as shown on pages 6-7 of this handout.